

MAINTAINING AND UPDATING WEB PAGES WITH CONTRIBUTE

REFERENCE GUIDE



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UNIVERSITY TECHNOLOGY SERVICES
COMPUTER TRAINING

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Contribute Introduction

What is Contribute?

 **CONTRIBUTE™3**, created as a partner to Macromedia Dreamweaver™ (Macromedia's comprehensive web development software application) lets everyone in an organization publish up-to-date content and information to existing websites without needing to learn advanced web development techniques.

The Contribute Workflow

Contribute uses a browse-edit-publish workflow to help you easily find the page you want to edit, make changes to the page, and then update the page on your website.

Here's an overview of the Contribute workflow:

1. **Browse to a page.** Use the Contribute browser to find the web page you want to edit. The browser's behavior, as well as its look and feel, will be familiar to users of Microsoft Internet Explorer and other popular browsers. The browser toolbar has the normal navigation buttons plus a Choose button to help you navigate to files that aren't linked on your website. You can create bookmarks in Contribute and view your Internet Explorer bookmarks. You can also use shortcuts to view current drafts quickly.
2. **Edit your content.** After you browse to the page you want to edit, click the Edit Page button in the toolbar to open the page in the Contribute editor. Contribute copies the file from your web server and locks it on the server so that no one else can edit the page while you're working on it.
The Contribute editor works much as a word processor does. You can edit text, images, tables, and links on the page, and you can even add Microsoft Word or Excel documents to your website. The toolbar contains familiar editing buttons, plus buttons for saving your edits until later, canceling your edits, or publishing your edits to the website.
3. **Publish the changes.** When you finish editing your page, you are ready to publish the page to your website. Simply click the Publish button, and Contribute replaces the existing page on your web server with your edited version so that it is live on your website. Contribute also unlocks the file on the server so that other users can edit the page if necessary.

Who should use Contribute?

Anyone responsible for maintaining an existing website.

Connecting to your site

With a Connection Key

Your site administrator may e-mail you a connection key and password to the site you are responsible for maintaining. You should be able to double-click on the "key" to open Contribute and begin.

If you are using webmail, webCentral, or other web-based email, you'll need to save the connection key attachment on your computer. Then locate the saved file and open it by double-clicking.

Without a Connection Key (Using the Connection Wizard)

Before you begin, gather the following information:

1. *Web address (URL) of the website* ([http://www.du.edu/...](http://www.du.edu/))
2. *FTP or SFTP connection information*
agora.cair.du.edu
3. *Web server login and password*
(login=DU e-mail ID)
4. *Network path to the website (for connecting to local networks)*
[/local/lib/httpd/htdocs/...](#)[website you are editing]
5. *Your e-mail address*

To create a new website connection:

1. Start Contribute.
2. From the Edit menu select my connections.
3. The My Connections dialog box appears. The options in this dialog box let you create and manage your Contribute connections.
4. Click **Create**. The Connection Wizard (Windows) or appears to guide you through setting up a new website connection. As you complete each screen in the wizard or assistant, click **Next** to go to the next screen.
5. On the Summary screen, review the connection settings to verify that they're correct and click **Done** (Windows) or **Finish** (Macintosh) to complete the connection. Contribute creates a connection to the website.


After Contribute has successfully created a connection to the website, the Connection Wizard closes, and the main page of the website appears in the Contribute browser.

Accessing web pages for editing

View web pages

Contribute allows you to browse to a page as you would in any web browser.

To access a web page in Contribute:

1. Launch Contribute.
2. Under the **Begin editing my websites** heading, choose the site you wish to edit. The homepage for that site will appear in a browser-type window within Contribute.
3. Click the Connect  toolbar button.
4. Navigate to the desired page.


Editing pages

Enter Edit Mode

You can edit pages on websites that you're connected to and have permission to edit. You cannot edit a page if the page is locked--that is, if someone else is currently editing it. When you browse to a page, the message area under the toolbar indicates whether you can edit that page.

While you edit a page, Contribute saves it as a draft, and the draft title appears in the Pages panel in the sidebar.

To edit a page on your website:

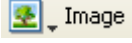
1. Browse to the page you want to edit.
2. Click the **Edit Page**  button in the toolbar.

Insert or edit text

Contribute works like a word processor to add and edit text. Type and edit text as you would in any word processor.

Insert images

To insert an image into a web page:

1. While in the edit mode, click the Insert Image button .
2. Locate and select the image on your computer or on the web.
3. Click Select.

About Links

You can make text or images in your web page act as links. When a visitor to your website clicks a link--specified text or an image--the browser takes the visitor to another web page or file, or starts their e-mail application.

Your text or image can link to any of the following:

- A current draft or a recently published page on your website
 - A new web page, which Contribute creates at the same time as the link
 - An existing web page on your website or on another website
 - An e-mail address
 - An existing file on your computer, such as a Microsoft Word or PDF file
-


Create a link to a page on your website or on another website

1. In your page, select the text or image that will navigate to the link.
2. From the Insert Link dialog box, enter the web address of the page you wish to link to.
3. Click **OK**.

Create a link to a new page

You can create a link to a new web page on your website--that is, you can create a link to a new page that Contribute creates at the same time that it creates the link.


To create a link to a new page:

1. Select the text or image that will navigate to the link.
2. Click the **Link**  button in the toolbar, and then select **Create New Page**.
3. Choose either New Blank Page or Template.
4. Click **OK**. Contribute adds the link to the page, and then opens the new page in the Contribute editor. To return to the draft where you added the link, click the draft title in the Pages panel.

Create a link to an e-mail address

You can create a link to an e-mail address. When a website visitor clicks the link, Contribute creates a new message, with the e-mail address you specified, in the visitor's default e-mail application.


To create a link to an e-mail address:

1. Select the text or image that will navigate to the link.
2. Click the **Link**  button in the toolbar, and then select **E-mail Address**.
3. Enter the desired e-mail address
4. Click **OK**.

Create a link to a file on your computer

To add content that you have saved on your computer to your website, create a link on a page on your website to a file saved on your computer or network. When you publish the page with the link, Contribute copies the file into your website and then links to that copy--not to the actual file on your computer.

To create a link to an e-mail address:

1. Select the text or image that will navigate to the link.
2. Click the **Link**  button in the toolbar, and then select **File on My Computer**.
3. Browse to locate the desired file name.
4. Click **OK**.

Contribute copies the file to create a new page on your website. A link to the new page appears in your draft.

Previewing a page in your default browser

When you edit a page Contribute you must ensure that your changes appear as you intend in the browser. Previewing your page also gives you an opportunity to test your links before you publish the page.

To preview a page in your browser:

1. Press the F12 key.

Note: If the Contribute administrator assigned you to a role that cannot publish, you cannot use the Preview in Browser feature.

Saving drafts

Contribute automatically saves a copy of your draft when you switch to the browser, switch to another draft, publish the draft, or exit Contribute; but you can also periodically save your work if you want.

When you edit a page, Contribute automatically saves the page as a draft, and the draft title appears in the Pages panel in the sidebar.

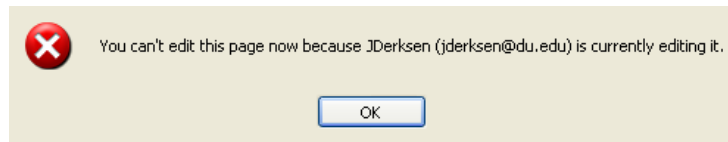
To save a draft until later:

1. Click the **Save for Later** button in the toolbar to close the draft and switch to the browser.

To open a saved draft:

1. Click the draft title in the Pages panel to return to the draft you were previously editing. The draft appears in the Contribute editor for you to continue editing.

NOTE: It is not recommended that you save a draft for later if several individuals are maintaining the same site. If a draft is saved for later no one else will be able to edit the page until you have published it. They will receive the following message and the Edit Page button will be unavailable on their toolbar:



Rollbacks

Rollback pages are backup versions of each web page published with Contribute. Enable Rollback is on by default. You can disable rollback or change the number of rollback versions. Each rollback page is a copy of the last published version of that page before the currently published version.

Contribute can maintain as many as 99 rollback versions of each published page. When you specify the number of rollback pages, carefully consider the amount of disk space that will be consumed by storing the rollback pages. The pages are stored on the web server. The default number of rollback pages is three.

To roll back to a previous version of a page:

1. Browse to the page that you want to roll back.
2. From the **File menu**, choose **Actions**, then **Roll Back to Previous Version**.
3. Select a previous version of the published page from the list of available pages.
Note: The list of previously published pages shows a number of previous versions of the page, depending on your Contribute administrator's setting. Contribute displays the page in the **Preview** section.
4. If the page you selected is the one you want to publish, click the **Roll Back** button. If the page is not the one you want to publish, select another page from the list, and then click **Roll Back**.

Contribute replaces the currently published version of the page with the previously published version that you selected. The version you selected becomes the current version on the website.

Note: The page you replace with the selected rollback page appears in the Roll Back Page dialog box the next time you open the dialog box so you can roll back to that version if you need to.

Publishing Updated Pages

Publishing updates to an existing page

When you publish updates to an existing page, Contribute replaces the currently published version of the page on your website with the new version.

When Contribute publishes your draft, it also publishes any new pages that your draft links to (but not pages that link to your draft). Contribute prompts you to name any linked pages that haven't been published before. Publishing all new pages that are linked from the draft helps ensure that you do not have broken links in your website.

To publish updates to an existing page:

1. After editing your page, click the **Publish** button



on the toolbar.

If the draft contains links to any new pages, the Publish New Linked Pages dialog box appears.

If the Publish New Linked Pages dialog box appears, for each unpublished linked page, click the page name to select it, change the filename and folder location if you want, and then click **Publish All**.

Note: Depending on the role the Contribute administrator assigned you, you might not be able to publish.

The Possibilities

Creating New Pages

You can create a blank web page to add to your website.

Remember to add a link to the page before you publish; otherwise, website visitors cannot navigate to the page.

To create a blank web page:

1. In the Contribute browser, click the **New Page** button to open the New Page dialog box.
2. In the **Create new page for** section, expand the website in which you want to create the new page, if it is not already expanded.
3. In the **Create new page for** section, select **Blank Web Page**.

Note: If you don't see this option, then your Contribute administrator has restricted the types of new pages that you can create. For more information, talk to your Contribute administrator.


4. Enter a page title in the **Page title** text box. (This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.) and Click **OK**.

The new page opens as a draft in Contribute.

Copying a page on your website

You can create a copy of the page you are currently viewing on your website. You must be viewing the page in the Contribute browser. You cannot create a copy of a page that is a draft in the Contribute editor. Also, you cannot copy a page from one website to another website.

To create a copy of a web page:


1. Browse to the page you want to copy
2. Click the **New Page**  button on the toolbar. (**Note:** If you cannot select this option, contact your Contribute administrator, who has restricted the types of new pages that you can create.)
3. In the **Create new page for** section, select **Copy of Current Page**. A preview of the page appears in the **Preview** pane on the right side of the dialog box.
4. Enter a page title in the **Page title** text box. This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.
5. Click **OK**. The new page opens as a draft in Contribute.

NOTE: Be sure to add a link to your new page before you publish it.

Creating a page based on a template

You can create a new page based on a template, which can help you maintain a consistent look across your website.

To create a new page based on a template:

1. In the Contribute browser, click the **New Page**  button in the toolbar.
2. In the **Create new page for** section, expand the website in which you want to create the new page, if it is not already expanded.
3. In the **Create new page for** section, expand the **Templates** folder, and then select a template. A preview of the page you select appears in the **Preview** pane on the right side of the dialog box.
4. Enter a page title in the **Page title** text box. This title appears in the browser title bar when a website visitor views the page; it does not appear on the page itself.
5. Click **OK**.

The new page opens as a draft in Contribute. Be sure to add a link to your new page before you publish it.

Adding Word or Excel content to a page

You can add the contents of a Word or Excel document to a new or existing web page.

When you add content to a page, Contribute converts it to HTML and copies it to your web page. You can then edit the content in Contribute; changes you make to the original file on your computer do not appear on your website.

To add the contents of a Word or Excel document to a web page:

1. In your draft, place the insertion point where you want the content to appear.
2. From the **Insert** menu, choose **Microsoft Office Document**.
3. In the Open dialog box, browse to the file you want to add, and then click **Open**.
4. In the Insert Microsoft Office Document dialog box, click **Insert the contents of the document into this page**, and then click **OK**.
5. The contents of the Word or Excel document appear in your page.

Adding keywords and a description for a page

You can associate keywords and a description with your web page. Visitors who type one of your keywords in a search engine can find your page.

To add or change keywords and a description for a page:

1. Browse to the page you want to add keywords and a description for, and then click the **Edit Page** button in the toolbar. A draft opens in the Contribute editor.
2. Select **Format > Keywords and Description**. The Page Keywords and Description dialog box appears.
3. Enter or change keywords in the **Keywords** pane. Separate each keyword with a single space (for example, meeting minutes planning committee holiday party).
4. Enter or change the page description in the **Description** pane.
5. Click **OK**.

Understanding the draft review process

The Contribute draft review process enables you to send a draft to other Contribute users to get feedback or to collaborate before you publish the draft. Or, if your role doesn't allow you to publish directly to the website, you might need to send the draft to someone who can review the draft and publish it.

You can send a draft for review to anyone who has connected to the website; Contribute stores user names when users connect to the website. You can send the draft to multiple reviewers at one time, but only one person can edit the draft at a time. When you send a draft for review, you transfer "ownership" of that draft to the reviewer. That means the reviewer has to take action on the draft. After you send a draft for review, you can track the draft to see what action the review takes on the draft.

When you receive a draft for review, it appears in your Pages panel in Contribute. You might also receive an e-mail message from the sender to alert you that you have a draft to review. As a reviewer, you can decide to edit the draft, send it to another user for review, or discard all changes by canceling the draft. Depending on your role, you might also be able to publish the draft.

To use the e-mail review process

1. While viewing your webpage, click the **Send for Review** button in the toolbar.
2. In the Send for Review dialog box, select the **Send e-mail with a link to a preview of the draft** option, and then click **Send**.
3. If the Send New Page dialog box appears, you can change the draft's filename or click **Choose Folder** to save this draft in another location. Then click **Send**. Contribute creates a new e-mail message in your default e-mail application.
4. Enter the reviewer's name and a message, and then send the e-mail message.

Note: The current folder location appears in the web address (URL) under the filename.

If the Send Linked New Files dialog box appears, select each unpublished linked page to change the filename and folder location as necessary. Then click **Send All**.

In Contribute, you can work on another draft or switch to the Contribute browser until you receive feedback from the reviewer. When you receive feedback from the reviewer, click the draft title in the Pages panel to return to the draft and update it.

Note: When you cancel or publish the draft, Contribute removes the temporary copy of the draft that it placed on the server for the reviewer.
